

**Department of  
Veterans Affairs**

**Memorandum**

Date: November 29, 2005

From: Chief, Human Resources Management Division (P4HRMS)

Subj: Reporting for Duty During Severe Weather Conditions

To: All Employees

1. It is the policy of the VA Medical Center, Portland, Oregon, to remain open during severe weather conditions. All employees are deemed to be providing critical services and are expected to report for their regular scheduled tour of duty.
2. When severe weather conditions arise, employees are responsible for keeping abreast of their responsibilities for reporting for duty by contacting the medical center Alert Hotline at (503) 721-1458 or (503) 220-8262, extension 51458 or visiting the hospital website at [www.va.gov/portland](http://www.va.gov/portland). The website has a scrolling banner which will contain urgent instructions from the Executive Office during severe weather conditions. Click on the banner to read the full text. In addition, employees may click on the Inclement Weather Guide icon for general weather and public transportation information. Employees are expected to abide by the official guidance provided on the VA Alert Hotline and/or the medical center Website, regardless of what the media may advise.
3. In rare circumstances, when an employee has made every reasonable effort to report for duty and is unable to do so, the Director may approve excused absence without charge to leave for up to two consecutive days.
4. Under emergency conditions, some tardiness may be excused without charge to leave, if it was unavoidable. Typically, this is a two-hour grace period. If additional time is needed, the Medical Center Director may implement a liberal leave policy.
5. In case of severe weather developing while employees are on duty, early dismissal is at the Medical Center Director's discretion. This is excused absence without charge to leave. Employees who are not on duty when early dismissal is authorized will be in a leave status. Announcements about early dismissal will be made over the public address system and also communicated through the supervisory chain of command.
6. The Day Care Center will operate on the same schedule as Portland Public Schools.

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